

~~SECRET~~

5 August 1970

MEMORANDUM FOR: Chief, Special Activities Staff/OP

SUBJECT : Release of Step Increase [redacted]

25X1

1. The within grade step increase which [redacted] was due to receive on 14 June 1970 was withheld because of his unsatisfactory performance. Since that time, his performance has been carefully monitored and significant improvement has been noticed.

25X1

2. Attached is a memorandum from [redacted] immediate supervisor concerning his performance. It is recommended, therefore, that the hold be withdrawn and that [redacted] be granted a within grade step increase.

25X1

25X1

[redacted]
Chief, Personnel Branch
NPIC

25X1

Attachment: a/s

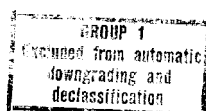
Distribution:

- Original - Addressee
- 1 - DDI/Admin
- 1 - NPIC/ODIR
- 2 - NPIC/SS/PB

Declass Review by
NIMA/DOD

NPIC/SS/PB [redacted]

~~SECRET~~



21 July 1970

25X1
MEMORANDUM FOR: [REDACTED]

SUBJECT: Satisfactory Completion of Trial Period and
the Granting of Periodic Step Increase

1. On 23 July 1970, your extended trial period will be completed. A reevaluation of your performance has been conducted and we are pleased to note considerable improvement in all the areas mentioned in your fitness report and subsequent memoranda. This memorandum is to advise you that a determination has been made that you have satisfactorily completed your trial period and will be retained in your present assignment.

2. Further, since your performance can now be judged to be of an acceptable level of competence, we are recommending that your periodic step increase, which has been withheld, be processed. Both of these actions are being taken on the basis of your improved performance and the expectation that you will continue to perform satisfactorily in your assignment.

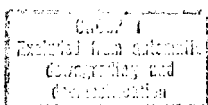
ACKNOWLEDGE [REDACTED]

Distribution:

Orig. & 1 - NPIC/SS/PB
1 - NPIC/PSG
2 - NPIC/PSG/AID
2 - NPIC/PSG/AID/OPB

25X1
CONCUR: [REDACTED]

Chief, Production Services Group



SECRET
EYES ONLY

TRANSMITTAL SLIP		DATE	5 Aug 70
TO:			
NPIC/ODIR			
ROOM NO.	BUILDING		
REMARKS:			
For your info and records.			
FROM:			
Personnel			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)